



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 28, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 31, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, November 22, 2016**. Applicants will not be accepted after that time and date.

If you have any questions, please contact Halie Zulauf at 217/782-5594.

TM VIII

Bureau Chief of Innovative Project Delivery
Office of Planning & Programming
Bureau of Innovative Project Delivery
Sangamon & Cook
RUTAN EXEMPT POSITION

Attachments
41395

A cover letter, resume and Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, November 22, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application.



Illinois Department of Transportation

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Position Summary Sheet

Classification:	Technical Manager VIII – RUTAN EXEMPT POSITION	Salary Range:	\$7,180 - \$11,465
Position Title:	Bureau Chief of Innovative Project Delivery	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW418-23-10-700-00-01	IPR#:	41395

Office/Central Bureau/District/Work Address:

Office of Planning and Programming/Bureau of Innovative Project Delivery/ 2300 S. Dirksen Parkway, Springfield , IL and 69 W. Washington Street, Chicago, IL

Description Of Duties:

This position is responsible for developing and managing the innovative project delivery program amongst the Illinois Department of Transportation (IDOT), the private sector and other public entities to expedite project delivery and maximize innovation in the financial, design, construction, operation and maintenance of major transportation infrastructure projects.

Special Qualifications:

Required:

- Valid driver's license
- Statewide and out-of-state travel which may require overnight stays

Desired:

- Knowledge, skill and mental development equivalent to the completion of a BS in Engineering, Finance, Business Administration, or related field or the equivalent in training and experience
- Fifteen years of highly responsible managerial experience in the area of Transportation Engineering, Procurement and/or Financing Transportation projects
- Ability to plan, develop, implement and evaluate assigned major departmental programs in order to attain assigned objectives
- Ability to develop and maintain effective relationships with diverse groups of professional and technical personnel as well as the general public
- Ability to set policies and priorities for alternative project delivery
- Exceptional oral and written communication skills
- Exhibits initiative in developing new programs

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	April 27, 2016	POSITION:	Bureau Chief of Innovative Project Delivery
APPROVED BY:	<u>Roger Driskell</u>	OFFICE:	Planning and Programming
CODE:	PW418-23-10-700-00-01	REPORTS TO:	Director

Position Purpose

This position is responsible for developing and managing the innovative project delivery program amongst the Illinois Department of Transportation (IDOT), the private sector and other public entities to expedite project delivery and maximize innovation in the financial, design, construction, operation and maintenance of major transportation infrastructure projects.

Dimensions

Number of Projects:	2-10 Annually
Estimated Budget of Projects:	\$10 million - \$3 billion
Number of Staff:	3-10

Nature and Scope

This position reports to the Director of Planning and Programming.

The incumbent is accountable for advancing the goals of the Department by developing, directing, and managing the Department's innovative project delivery program. The program advances major high profile transportation infrastructure projects that are some of IDOT's most complex and expensive. The Department has designated many of these projects as having statewide significance. This position formulates and manages IDOT's strategy and policy for engaging private and public sector entities in novel partnership, delivery, and financing arrangements for projects that may not otherwise be constructed or delivered as efficiently. This position leads the Department's work with public private partnerships, management of the Department's mega-projects, and efforts with innovative project delivery methods such as Design-Build and Construction Manager/General Contractor. The Bureau Chief is expected to exercise significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff.

The major challenges to this position include researching, identifying, and recommending potential innovative projects, innovative project delivery method issues, risks and recommending strategies to manage projects and programs. Typical problems facing the incumbent include: the uncertainty involved with many of these projects which may never be constructed or be subject to severe delay without the financial and/or contractual arrangements developed by this position; identifying projects in which alternative project delivery will be beneficial to the Department; and selecting the appropriate delivery method for projects to be developed and implemented by the Department.

The incumbent directs projects being delivered by the alternative project delivery methods. S/He sets policies and priorities for alternative project delivery, identifies and recommends initiation of projects, and the appropriate project delivery strategy for projects. The incumbent researches and pursues legislation and subsequently develops policy and procedures for alternative project delivery methods. In addition, this position directs project delivery activities for projects being delivered by alternative project delivery methods and provides oversight and management for mega-projects. The incumbent identifies risk elements in project delivery, assesses, and manages risk with contract provisions and actions including performance specifications. S/He continually assesses potential risks as projects progress through review of reports and

conferences with staff and partners. The incumbent works closely with the industry and the public on alternative project delivery methods.

The incumbent accomplishes the accountabilities with the assistance of the *Senior Project Manager, Project Manager and Project Development Manager*, who perform financial and/or engineering support functions in project development.

This position has wide latitude to accomplish accountabilities. It is constrained by designated deadlines; and all application departmental/state/federal policies, legislation and statutes. In addition, s/he appraises the Secretary on a continuing basis of progress towards meeting the agreed upon performance and fiscal objectives within the constraints of the approved budget and operating plan.

Internal contacts are with personnel in the Offices of Program Development; Highways Project Implementation; Intermodal Project Implementation; Finance and Administration, Legislative Affairs and Chief Counsel. External contacts are with corporate executives; Federal Highway Association (FHWA); federal, state and local elected officials; local Metropolitan Planning Organizations (MPO); Illinois and other state jurisdictions and agencies to integrate departmental objectives into feasible projects providing executive-level decision-making and oversight. The incumbent has contact with various industry representatives and the general public in the development and implementation of alternative project delivery methods and projects. This position directs the work of nationally and internationally recognized consultants in the development of public/private strategies on legislative, regulatory, funding, and program issues for innovative partnerships, alternative finance, and innovative project delivery methods. This position may require overtime and overnight travel, as well as out of state travel.

The effectiveness of this position can be measured by the degree of effectiveness the assigned functions are accomplished.

Principal Accountabilities

1. Develops and manages alternative project delivery projects and methodologies amongst the Illinois Department of Transportation (IDOT), the private sector and other public entities to expedite project delivery and maximize innovation in the financing, design, construction, and operation and maintenance of major transportation infrastructure projects.
2. Advances the legislation and goals of the Department by developing and directing alternative project delivery methods to advance major transportation infrastructure projects that are some of IDOT's most complex and expensive.
3. Formulates and manages IDOT's strategy and policy for engaging private and public sector entities in novel partnership and financing agreements for projects that otherwise could not be constructed.
4. Oversees and directs the development of projects with public and private partners and develops unique project financing and operational arrangements of these projects.
5. Directs projects of the Department's development and implementation of alternative project delivery methods. Sets policies, identifies and recommends initiation of projects, appropriate strategy and evaluates the progress of the projects.
6. Provides oversight and management of the Department's major projects.

7. Represents the Department at the request of the Secretary in negotiations and discussions with federal and state agencies, private sector, other public entities, the Governor's office and public officials to determine the state's final position on transportation policies, procedures and issues.
8. Directs and manages the Office of Innovative Project Delivery in such a manner as to affect maximum productivity and effective accomplishment of the functional responsibilities of the Office.
9. Performs other duties as assigned. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.